**Duties:** To be responsible to the Council Secretary (through the coordinator) for:

1. The overall management/administration and the day to day running of the activities of the Shelter;
2. Organizing and supervising the work of the employees of the Shelter;
3. Maintaining a high level of discipline among residents and ensuring that established protocols, rules and regulations are abided to;
4. Organizing activities (both indoor and outdoor), namely social, educational, recreational, sport, etc for the residents;
5. Ensuring that a minimum level of stock of provisions is kept at all times and to initiate action for its prompt replenishment in due time;
6. Keeping a petty cash book in respect of all expenses paid by petty cash;
7. Ensuring that all equipment and furniture are in good condition and reporting on any repair to be effected;
8. Submitting statistics, reports, etc as and when required;
9. Liaising with schools, NGOs, Social Welfare Associations and other institutions for the welfare of children;
10. Using ICT in the performance of his/her duties;
11. Performing any such duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Shelter Manager in the roles assigned to him.

**Note:** The Shelter Manager may be required to work after normal hours including Saturdays, Sundays and Public Holidays.